

Effective September 11, 2023

Notice: Fees for Copies of Public Records

Fees for copying Public Records shall not exceed the actual cost of document search and duplication. In accordance with Section 2-1306 “fees”, of the Code of Ordinances, City offices shall make the following charges:

The Custodian of Records (City Clerk and other Department Directors) shall charge a fee of **\$0.10 per page**.

Certified copies of documents may only be obtained from the City Clerk’s Office. A fee of **\$5.00 per document** shall be charged for documents certified by the City Clerk.

A fee of **\$30.00 per hour** shall be charged for record searches and preparation including duplication.

Time Increment	Charge
15 Minutes	\$7.50
30 Minutes	\$15.00
45 Minutes	\$22.50
60 Minutes	\$30.00